





January 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday				
PPd 2003 02						1 Day 04		2 Day 05		3 Day 06		4 Day 07				
						 New Year's Day Code 03 Holiday		Enter Amendments		Enter Original Time Cards		Approve Original Time Cards				
	5 Day 08		6 Day 09		7 Day 10		8 Day 11		9 Day 12		10 Day 13		11 Day 14			
Enter Amendments through 8:00am Friday																
				Approve Amendments after 8:00am Tuesday												
Enter Original Time Cards																
Approve Original Time Cards																
PPd 2003 03	12 Day 01		13 Day 02		14 Day 03		15 Day 04		16 Day 05		17 Day 06		18 Day 07			
	Enter Original Time Cards						Enter Time Cards by 7:00am Approve Time Cards by 8:00am		Enter Amendments				Enter Original Time Cards			
	Approve Original Time Cards								Approve Original Time Cards							
	19 Day 08		20 Day 09		21 Day 10		22 Day 11		23 Day 12		24 Day 13		25 Day 14			
Enter Amendments		Martin Luther King Jr. Day Code 03 Holiday 		Enter Amendments through 8:00am Friday												
Enter Original Time Cards				Approve Amendments after 8:00am Tuesday												
Approve Original Time Cards				Enter Original Time Cards												
Approve Original Time Cards																
PPd 2003 04	26 Day 01		27 Day 02		28 Day 03		29 Day 04		30 Day 05		31 Day 06					
	Enter Original Time Cards						Enter Time Cards by 7:00am Approve Time Cards by 8:00am		Enter Amendments						Enter Original Time Cards	
	Approve Original Time Cards								Approve Original Time Cards							
	26 Day 01		27 Day 02		28 Day 03		29 Day 04		30 Day 05		31 Day 06					

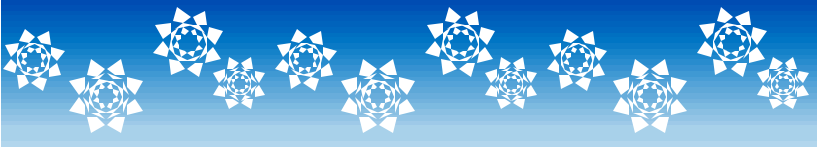


*****SPECIAL NOTICE*****

- Column Summary runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.
- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period.

February 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">  </div> <div style="width: 60%;">  </div> </div>						1 Day 07 <div style="background-color: #FFC0CB; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px; text-align: center;">Approve Original Time Cards</div>						
						2 Day 08	3 Day 09	4 Day 10	5 Day 11	6 Day 12	7 Day 13	8 Day 14
						Enter Amendments through 8:00am Friday						
						Enter Original Time Cards						
Approve Original Time Cards												
9 Day 01	10 Day 02	11 Day 03	12 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am	13 Day 05	14 Day 06 Valentine's Day 	15 Day 07						
Enter Original Time Cards				Enter Amendments								
Approve Original Time Cards				Enter Original Time Cards								
Approve Original Time Cards												
16 Day 08 <div style="background-color: #FFC0CB; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px; text-align: center;">Approve Original Time Cards</div>	17 Day 09  President's Day Code 03 Holiday	18 Day 10	19 Day 11	20 Day 12	21 Day 13	22 Day 14						
Enter Amendments through 8:00am Friday												
Enter Original Time Cards												
Approve Original Time Cards												
23 Day 01	24 Day 02	25 Day 03	26 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am	27 Day 05	28 Day 06							
Enter Amendments				Enter Amendments								
Enter Original Time Cards				Enter Original Time Cards								
Approve Original Time Cards				Approve Original Time Cards								





*******SPECIAL NOTICE*******

- **Column Summary runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.**
- **Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period**

March 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2003 06							1 Day 07 Enter Amendments Enter Original Time Cards Approve Original Time Cards
	2 Day 08	3 Day 09	4 Day 10	5 Day 11	6 Day 12	7 Day 13	8 Day 14
	Enter Amendments through 8:00am Friday						
	Approve Amendments after 8:00am Tuesday						
PPd 2003 07	Enter Original Time Cards						
	Approve Original Time Cards						
	9 Day 01	10 Day 02	11 Day 03	12 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am	13 Day 05	14 Day 06	15 Day 07
	Enter Original Time Cards				Enter Amendments		
PPd 2003 08	Approve Original Time Cards				Enter Original Time Cards		
	Approve Original Time Cards				Approve Original Time Cards		
	16 Day 08	17 Day 09 St. Patrick's	18 Day 10	19 Day 11	20 Day 12	21 Day 13	22 Day 14
	Enter Amendments through 8:00am Friday						
PPd 2003 08	Approve Amendments after 8:00am Tuesday						
	Enter Original Time Cards						
	Approve Original Time Cards						
	23 Day 01	24 Day 02	25 Day 03	26 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am	27 Day 05	28 Day 06	29 Day 07
Enter Original Time Cards				Enter Amendments			
Approve Original Time Cards				Enter Original Time Cards			
Approve Original Time Cards				Approve Original Time Cards			
	30 Day 08	31 Day 09					
	Enter Amendments						
	Enter Original Time Cards						
	Approve Original Time Cards						



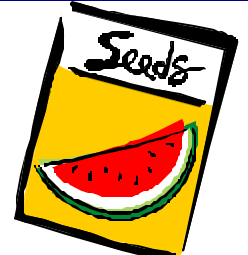
*****SPECIAL NOTICE*****

- Column Summary runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.
- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period

April 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
PPd 2003 08				1	Day 10	2	Day 11	3	Day 12	4	Day 13	5	Day 14	
				Enter Amendments through 8:00am Friday										
				Approve Amendments after 8:00am Tuesday										
				Enter Original Time Cards										
				Approve Original Time Cards										
PPd 2003 09	6	Day 01	7	Day 02	8	Day 03	9	Day 04	10	Day 05	11	Day 06	12	Day 07
							Enter Time Cards by 7:00am Approve Time Cards by 8:00am	Enter Amendm ents						
	Enter Original Time Cards							Enter Original Time Cards						
	Approve Original Time Cards							Approve Original Time Cards						
PPd 2003 10	13	Day 08	14	Day 09	15	Day 10	16	Day 11	17	Day 12	18	Day 13	19	Day 14
	Enter Amendments through 8:00am Friday													
	Approve Amendments after 8:00am Tuesday													
	Enter Original Time Cards													
	Approve Original Time Cards													
PPd 2003 10	20	Day 01	21	Day 02	22	Day 03	23	Day 04	24	Day 05	25	Day 06	26	Day 07
							Enter Time Cards by 7:00am Approve Time Cards by 8:00am	Enter Amendments						
	Enter Original Time Cards							Enter Original Time Cards						
	Approve Original Time Cards							Approve Original Time Cards						
PPd 2003 10	27	Day 08	28	Day 09	29	Day 10	30	Day 11	 					
	Enter Amendments through 8:00am Friday													
	Approve Amendments after 8:00am Tuesday													
	Enter Original Time Cards													
	Approve Original Time Cards													



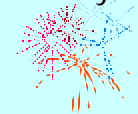
*****SPECIAL NOTICE*****

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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period

May 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
PPd 2003 10									1	Day 12	2	Day 13	3	Day 14
									Enter Amendments through 8:00am Friday					
									Approve Amendments after 8:00am Tuesday					
									Enter Original Time Cards					
									Approve Original Time Cards					
PPd 2003 11	4	Day 01	5	Day 02	6	Day 03	7	Day 04	8	Day 05	9	Day 06	10	Day 07
							Enter Time Cards by 7:00am		Enter Amendments					
	Enter Original Time Cards						Approve Time Cards by 8:00am		Enter Original Time Cards					
									Approve Original Time Cards					
	11	Day 08	12	Day 09	13	Day 10	14	Day 11	15	Day 12	16	Day 13	17	Day 14
	Enter Amendments through 8:00am Friday													
					Approve Amendments after 8:00am Tuesday									
	Enter Original Time Cards													
	Approve Original Time Cards													
PPd 2003 12	18	Day 01	19	Day 02	20	Day 03	21	Day 04	22	Day 05	23	Day 06	24	Day 07
							Enter Time Cards by 7:00am		Enter Amendments					
	Enter Original Time Cards						Approve Time Cards by 8:00am		Enter Original Time Cards					
									Approve Original Time Cards					
	25	Day 08	26	Day 09	27	Day 10	28	Day 11	29	Day 12	30	Day 13	31	Day 14
	Enter Amendments		 Memorial Day Code 03 Holiday		Enter Amendments through 8:00am Friday									
					Approve Amendments after 8:00am Tuesday									
	Enter Original Time Cards				Enter Original Time Cards									
	Approve Original Time Cards				Approve Original Time Cards									


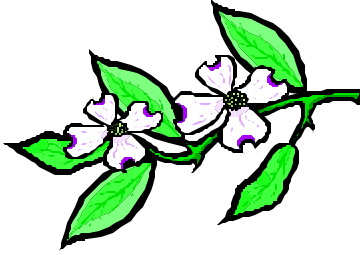

*******SPECIAL NOTICE*******

- Column Summary runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.
- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period

June 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
PPd 2003 13	1	Day 01	2	Day 02	3	Day 03	4	Day 04	5	Day 05	6	Day 06	7	Day 07
							Enter Time Cards by 7:00am				Enter Amendments			
		Enter Original Time Cards							Enter Original Time Cards					
		Approve Original Time Cards					Approve Time Cards by 8:00am				Approve Original Time Cards			
	8	Day 08	9	Day 09	10	Day 10	11	Day 11	12	Day 12	13	Day 13	14	Day 14
Enter Amendments through 8:00am Friday														
				Approve Amendments after 8:00am Tuesday										
Enter Original Time Cards														
Approve Original Time Cards														
PPd 2003 14	15	Day 01	16	Day 02	17	Day 03	18	Day 04	19	Day 05	20	Day 06	21	Day 07
							Enter Time Cards by 7:00am				Enter Amendments			
		Enter Original Time Cards							Enter Original Time Cards					
		Approve Original Time Cards					Approve Time Cards by 8:00am				Approve Original Time Cards			
	22	Day 08	23	Day 09	24	Day 10	25	Day 11	26	Day 12	27	Day 13	28	Day 14
Enter Amendments through 8:00am Friday														
				Approve Amendments after 8:00am Tuesday										
Enter Original Time Cards														
Approve Original Time Cards														
PPd 2003-15	29	Day 01	30	Day 02										
		Enter Original Time Cards												
		Approve Original Time Cards												
				  										

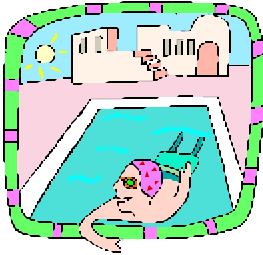

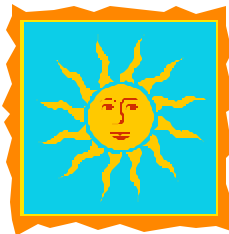
*****SPECIAL NOTICE*****

- **Column Summary** runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.
- **Amendment Summaries** run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period

July 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
PPD 2003 15			1 Day 03 <div>Enter Original Time Cards</div> <div>Approve Original Time Cards</div>	2 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am	3 Day 05 <div>Enter Amendments</div> <div>Enter Original Time Cards</div>	4 Day 06  Independence Day Code 03 Holiday	5 Day 07 <div>Enter Amendments</div> <div>Enter Original Time Cards</div> <div>Approve Original Time Cards</div>		
			6 Day 08	7 Day 09	8 Day 10	9 Day 11	10 Day 12	11 Day 13	12 Day 14
			Enter Amendments through 8:00am Friday						
	Approve Amendments after 8:00am Tuesday								
	Enter Original Time Cards								
Approve Original Time Cards									
PPD 2003 16	13 Day 01	14 Day 02	15 Day 03	16 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am	17 Day 05	18 Day 06	19 Day 07		
	Enter Original Time Cards			<div>Enter Amendments</div> <div>Enter Original Time Cards</div> <div>Approve Original Time Cards</div>	Enter Amendments				
	Approve Original Time Cards				Enter Original Time Cards				
					Approve Original Time Cards				
	20 Day 08	21 Day 09	22 Day 10	23 Day 11	24 Day 12	25 Day 13	26 Day 14		
Enter Amendments through 8:00am Friday									
Approve Amendments after 8:00am Tuesday									
Enter Original Time Cards									
Approve Original Time Cards									
PPD 2003 17	27 Day 01	28 Day 02	29 Day 03	30 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am	31 Day 05 <div>Enter Amendments</div> <div>Enter Original Time Cards</div>				
	Enter Original Time Cards								
	Approve Original Time Cards								

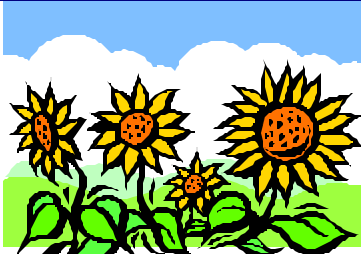

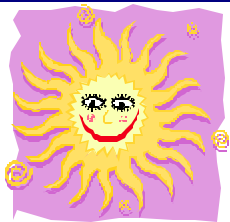
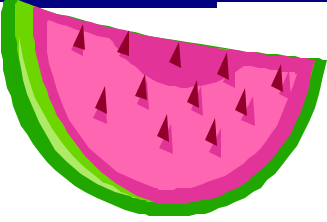

*****SPECIAL NOTICE*****

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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period

August 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPd 2003 17						1 Day 06	2 Day 07	
						Enter Amendments		
						Enter Original Time Cards		
						Approve Original Time Cards		
	3 Day 08	4 Day 09	5 Day 10	6 Day 11	7 Day 12	8 Day 13	9 Day 14	
Enter Amendments through 8:00am Friday								
			Approve Amendments after 8:00am Tuesday					
Enter Original Time Cards								
Approve Original Time Cards								
PPd 2003 18	10 Day 01	11 Day 02	12 Day 03	13 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am		14 Day 05	15 Day 06	16 Day 07
	Enter Original Time Cards			Enter Amendments				
	Approve Original Time Cards			Enter Original Time Cards				
				Approve Original Time Cards				
	17 Day 08	18 Day 09	19 Day 10	20 Day 11	21 Day 12	22 Day 13	23 Day 14	
Enter Amendments through 8:00am Friday								
			Approve Amendments after 8:00am Tuesday					
Enter Original Time Cards								
Approve Original Time Cards								
PPd 2003 19	24 Day 01	25 Day 02	26 Day 03	27 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am		28 Day 05	29 Day 06	30 Day 07
	Enter Original Time Cards			Enter Amendments				
	Approve Original Time Cards			Enter Original Time Cards				
				Approve Original Time Cards				
	31 Day 08							
Enter Amendments								
Enter Original Time Cards								
Approve Original Time Cards								



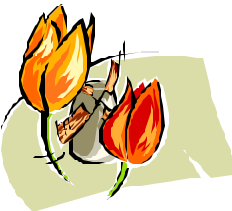
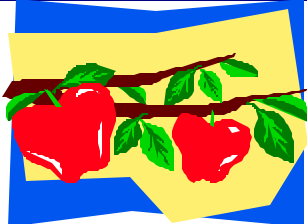
*****SPECIAL NOTICE*****

- **Column Summary** runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.
- **Amendment Summaries** run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period

September 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Ppd 2003 19		1 Day 09	2 Day 10	3 Day 11	4 Day 12	5 Day 13	6 Day 14	
		 Labor Day Code 03 Holiday	Enter Amendments through 8:00am Friday					
			Approve Amendments after 8:00am Tuesday					
			Enter Original Time Cards					
			Approve Original Time Cards					
Ppd 2003 20	7 Day 01	8 Day 02	9 Day 03	10 Day 04	11 Day 05	12 Day 06	13 Day 07	
	Enter Original Time Cards			Enter Time Cards by 7:00am Approve Time Cards by 8:00am	Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
					Approve Original Time Cards			
Ppd 2003 21	14 Day 08	15 Day 09	16 Day 10	17 Day 11	18 Day 12	19 Day 13	20 Day 14	
	Enter Amendments through 8:00am Friday							
			Approve Amendments after 8:00am Tuesday					
	Enter Original Time Cards							
	Approve Original Time Cards							
Ppd 2003 22	21 Day 01	22 Day 02	23 Day 03	24 Day 04	25 Day 05	26 Day 06	27 Day 07	
	Enter Original Time Cards			Enter Time Cards by 7:00am Approve Time Cards by 8:00am	Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
					Approve Original Time Cards			
Ppd 2003 23	28 Day 08	29 Day 09	30 Day 10					
	Enter Amendments							
			Approve Amendments after 8:00am Tuesday					
	Enter Original Time Cards							
	Approve Original Time Cards							




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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay

October 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
PPd 2003 21							1	Day 11	2	Day 12	3	Day 13	4	Day 14
							Enter Amendments through 8:00am Friday							
							Approve Amendments after 8:00am Tuesday							
							Enter Original Time Cards							
							Approve Original Time Cards							
PPd 2003 22	5	Day 01	6	Day 02	7	Day 03	8	Day 04	9	Day 05	10	Day 06	11	Day 07
							Enter Time Cards by 7:00am	Enter Amendments						
	Enter Original Time Cards						Approve Time Cards by 8:00am	Enter Original Time Cards						
								Approve Original Time Cards						
	Approve Original Time Cards													
	12	Day 08	13	Day 09	14	Day 10	15	Day 11	16	Day 12	17	Day 13	18	Day 14
	Enter Amendments				Enter Amendments through 8:00am Friday									
	Enter Original Time Cards		Columbus Day (observed)		Approve Amendments after 8:00am Tuesday									
	Approve Original Time Cards		Code 03 Holiday		Enter Original Time Cards									
					Approve Original Time Cards									
PPd 2003 23	19	Day 01	20	Day 02	21	Day 03	22	Day 04	23	Day 05	24	Day 06	25	Day 07
							Enter Time Cards by 7:00am	Enter Amendments						
	Enter Original Time Cards						Approve Time Cards by 8:00am	Enter Original Time Cards						
								Approve Original Time Cards						
	Approve Original Time Cards													
	26	Day 08	27	Day 09	28	Day 10	29	Day 11	30	Day 12	31	Day 13		
	Enter Amendments through 8:00am Friday													
	Approve Amendments after 8:00am Tuesday													
	Enter Original Time Cards													
	Approve Original Time Cards													









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November 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPd 2003 23								1 Day 14 <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px; text-align: center;">Approve Original Time Cards</div>	
	PPd 2003 24	2 Day 01	3 Day 02	4 Day 03	5 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am		6 Day 05	7 Day 06	8 Day 07
		Enter Original Time Cards			Enter Original Time Cards		Enter Amendments		
Approve Original Time Cards			Approve Original Time Cards		Approve Original Time Cards				
PPd 2003 25	9 Day 08	10 Day 09	11 Day 10  Veterans Day Code 03 Holiday	12 Day 11 Enter Amendments through 8:00am Friday Approve Amendments after 8:00am Tuesday		13 Day 12	14 Day 13	15 Day 14	
	Enter Amendments		Enter Amendments through 8:00am Friday		Enter Amendments through 8:00am Friday				
	Enter Original Time Cards		Enter Original Time Cards		Enter Original Time Cards				
PPd 2003 26	16 Day 01	17 Day 02	18 Day 03	19 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am		20 Day 05	21 Day 06	22 Day 07	
	Enter Original Time Cards			Enter Original Time Cards		Enter Amendments			
	Approve Original Time Cards			Approve Original Time Cards		Approve Original Time Cards			
PPd 2003 27	23 Day 08	24 Day 09	25 Day 10	26 Day 11 Enter Amendments through 8:00am Friday Approve Amendments after 8:00am Tuesday		27 Day 12  Thanksgiving Code 03 Holiday	28 Day 13	29 Day 14	
	Enter Amendments through 8:00am Friday				Enter Amendments through 8:00am Friday		Enter Amendments through 8:00am		
	Enter Original Time Cards				Enter Original Time Cards		Enter Original Time Cards		
PPd 2003 28	30 Day 01								
	Enter Original Time Cards		Enter Original Time Cards		Enter Original Time Cards				
	Approve Original Time Cards		Approve Original Time Cards		Approve Original Time Cards				




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- **Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period**

December 2003

IPPS Time Collection Schedule

(Hawaiian Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2003 26		1 Day 02	2 Day 03	3 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am	4 Day 05	5 Day 06	6 Day 07
		Enter Original Time Cards			Enter Amendments		
		Approve Original Time Cards			Enter Original Time Cards		
					Approve Original Time Cards		
	7 Day 08	8 Day 09	9 Day 10	10 Day 11	11 Day 12	12 Day 13	13 Day 14
	Enter Amendments through 8:00am Friday						
			Approve Amendments after 8:00am Tuesday				
	Enter Original Time Cards						
	Approve Original Time Cards						
PPd 2004 01	14 Day 01	15 Day 02	16 Day 03	17 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am	18 Day 05	19 Day 06	20 Day 07
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
						Approve Original Time Cards	
PPd 2004 02	21 Day 08	22 Day 09	23 Day 10	24 Day 11	25 Day 12  Christmas Code 03 Holiday	26 Day 13	27 Day 14
	Enter Amendments					Enter Amendments through 8:00am	
			Approve Amendments after 8:00am			Approve Amendments	
	Enter Original Time Cards					Enter Original Time Cards	
	Approve Original Time Cards					Approve Original Time Cards	
PPd 2004 03	28 Day 01	29 Day 02	30 Day 03	31 Day 04 Enter Time Cards by 7:00am Approve Time Cards by 8:00am	NOTE: Time card schedule may change due to the New Years holiday. Stay alert for updated deadlines.		
	Enter Original Time Cards						
	Approve Original Time Cards						

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- **Column Summary runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.**
- **Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period**